



**Role Description:**

**Lay Member of the Executive Committee – Dental Examinations Executive**

**Role Title**

Lay Member

**Reporting to**

Chair, Dental Specialty Fellowship Examinations /MFDS Executive Committee  
(via the Dental Examinations Executive)

**Term of Appointment**

Three years, renewable once (maximum six years)

**Remuneration**

Unpaid / voluntary role (reasonable travel and subsistence expenses reimbursed)

**Purpose of the Role**

The Lay Member provides independent oversight and a patient-centred perspective to the governance, quality assurance and continuous improvement of the Dental Specialty Fellow Examinations and MFDS examinations.

The role exists to:

- ensure that public and patient interests are considered in examination policy and decision-making;
- support confidence in the fairness, transparency and integrity of dental postgraduate assessment; and
- act as a constructive critical friend to the Committee, Chair and the Dental Examinations Executive.

**Key Responsibilities**

The Lay Member will:

- Attend and contribute to meetings of the Dental Specialty Fellowship Examinations /MFDS Executive Committees (and sub-groups as appropriate).
- Provide an independent lay perspective on matters relating to:
  - examination governance and quality assurance
  - candidate experience and fairness
  - equality, diversity and inclusion
  - reasonable adjustments and mitigating circumstances
  - complaints and appeals processes (where appropriate).
- Scrutinise papers and supporting information in advance of meetings and contribute thoughtfully to discussion and decision-making.
- Support the Committee in ensuring that examination processes align with:
  - best practice in postgraduate assessment
  - regulatory expectations
  - public and patient confidence.

- Participate in short-life working groups or review activity as required (e.g. policy development, QA reviews, or candidate feedback themes).
- Engage in induction, training and periodic review of the role.

The Lay Member does not participate in:

- question writing or marking
- examiner appointment decisions
- operational delivery of examinations.

### **Time Commitment**

- Typically 2–4 meetings per year, plus preparation time.
- Occasional additional meetings or papers for specific reviews or working groups.

Meetings are normally held virtually, with occasional in-person meetings where appropriate.

### **Person Specification**

#### **Essential**

- Demonstrable independence from dental or medical training, examining or regulatory roles.
- Experience representing, advocating for, or working with patients, service users or the public in a formal or governance context.
- Ability to act as a constructive critical friend, including confidence to question and challenge senior professionals appropriately.
- Strong communication skills and the ability to contribute effectively in committee settings.
- Ability to read, understand and interrogate complex written information.
- Sound judgement, discretion and integrity.
- Commitment to principles of fairness, transparency and equality in assessment.

#### **Desirable**

- Experience of governance, quality assurance or oversight roles.
- Familiarity with healthcare education, professional regulation or public sector bodies.
- Understanding of equality, diversity and inclusion in assessment or recruitment contexts.

### **Induction and Support**

The successful candidate will receive:

- a structured induction to Dental Specialty Fellowship Examinations/MFDS governance and examination processes;
- ongoing support from the Dental Examinations Executive; and
- access to relevant training and briefing materials.

### **Equal Opportunities**

The Colleges are committed to equality, diversity and inclusion and welcomes applications from individuals of all backgrounds. No prior clinical or dental experience is required.